DEFENSE SUPPLY CENTER- PHILADELPHIA (DSC-P)
PRIME VENDOR INTERNET IMPLEMENTATION INSTRUCTIONS

STEP 1: COORDINATE WITH DSC-P :

1. Schedule an initial briefing with one of the following individuals:

      Chet Evanitsky, Program Manager
      (215) 737-8048
      DSN 444-8048
      email: cevanitsky@dscp.dla.mil

      Naish D'Anna, Regional Manager
      (215) 737-3620
      DSN 444-8636
      email: idanna@dscp.dla.mil

      Linda Gruber, Regional Manager
      (215) 737-3475
      DSN 444-7187
      email: lgruber@dscp.dla.mil

During the initial briefing, DSC-P representatives will explain the Prime Vendor program, and the prime vendor for that region will provide an overview of how their Internet ordering system works. This briefing is at no cost to the Air Force.

2. Select a date for in-depth training and program implementation. It may take from 30 to 90 days for the vendor to prepare the custom catalog and establish a distribution system. To create the custom catalog, you'll need to provide the vendor with demand data on items ordered through IMPAC or other sources over the past year (contact the Field Assistance Branch at SSG/Gunter, CEMAS functional area, DSN 596-2410 for assistance with this step). Training and associated implementation costs are at no cost to the Air Force.

3. Provide local vendors whom you feel will want to partner with an integrated supplier, or whom you currently buy from, or who may be adversely affected by this purchase method.

4. If possible, outline a workflow process for ordering to identify program users, and where they fit into the order process (i.e., are these individuals in the field or the supply office). There are different levels of authority and access controls within the vendor's software program. These access controls allow users to research the catalog and build bills of material, but can restrict unauthorized obligation of government funds.

STEP 2: IMPLEMENT AT BASE LEVEL:

A. Prepare CEMAS to accept DSC-P purchases:
1. Load money on the applicable obligation document (this must be a different FCA than currently used for BCAS purchases)
2. Load "DSC-P" as a vendor in CEMAS
3. Set buy flag to CE Local Buy = "Y" for all items purchased from DSC-P

B. Work Flow in CEMAS:
1. Craftsman builds bill of material (BOM) in CEMAS, which is passed to material acquisition. Craftsmen have access to DSC-P's electronic catalog, and can load new item records in CEMAS and create the BOM using DSC-P as recommended vendor.
2. Material acquisition determines which items will be purchased from DSC-P.
3. Build a "shopping cart" (purchase order) using the prime vendor's program. Recommend only one work order per shopping cart to facilitate receipt processing.
4. Assign a requisition number to the purchase order using MILSTRIP format. Attachment 1, PO Header, is a sample of one vendor's software page - yours may look somewhat different. Refer to the notes at the bottom of the attachment for guidance on requisition number assignment.
5. Award the purchase in CEMAS using the requisition number as the PIIN/sub-PIIN (attachment 2). Funds are obligated using current procedures (AF 616 for CE local buy).
6. File a copy of the CEMAS "Items to be received" (attachment 3) along with a copy of the PO Header screen from prime vendor program (attachment 1) in the Receiving "Open File".
7. When materials are received (sample packing list at attachment 4), send DSC-P the confirmation of receipt using DSC-P's "MRO Confirmation" program on the Internet (attachment 5) —Note: Don't confirm receipt of a purchase order until ALL items on that PO are satisfactorily received.
8. Receipts will be reported to Finance using current procedures (PCN 240, List of Receipts for Accounting).

PO Header

Author:	John Doe
Created:	09/20/97
Status:	New

Header Information

Customer PO:		PO Number:	56608A-08001-20007
Buyer Name:	Doe, John	PO Priority:	Normal
Buyer ID:	08001	Tax Flag:	No
Buyer Phone:	(910) 394-2365	Mark For:	
Ship To address	260 Boxcar Street	Ship Date:	09/25/97
Payment Method:	Open Account	Close Date:	
Job Order #:	U7399	Comments:	
Requisition #:	FC44887280A007	Order Type:	
Delivery Order #:		Date Required (if BOM):	09/30/97

Line Information

Qty	Description	Unit cost	U/M	Ext'd Cost	Status
5	Lumber, 2" treated pine	$5.08	EA	$25.40	New
				PO Total: $25.40	
				Credit Limit:	

Recommended format for creation of requisition:

SRAN	i.e., FC4488
Julian Date	7280
Last 4	A007 (SEE NOTE)

NOTE:
Rather than keep a manual log for last 4 assignment, recommend using vendor's programmatically assigned purchase order number. Assign an alpha character for each buyer (i.e. A= John Doe), and use the last three numbers from vendor's P.O.

Atch 1

CEMAS EXTRACT, PURCHASE FILE INQUIRY

CSL AA879K Priority E Ctl Instl/Cntr TMKH A WO U7399
PIIN FC4488 000 7280   S-PIIN A007   PR Number FC4488 72800144
Item Desc.   LUMBER, TREATED, 2"
Additional Desc. 2 X 4, 8 FOOT, PINE***

Chemical   IEX   Last Price   6.12
                                                        Total Cost
   QTY Required   5 EA Unit Cost   AMT Award
   FOB Indicator   Buyer ID/NSN   Org/Craft 922   LG
          EDD 000000 RDD 970921 ADD 000000 IDO   Cost Cntr/Sub 438 0
MFG Name/Part # N/A   QTY Received
          Part # N/A   Date Recv.
   Vendor Code DSC-P   Conf. With   Complete Flg N
   Competit Code.   % Variance   # Follow Ups
   General prov.   Del. Cost   Next follow up 970924
   CE Local Buy/Pay Y Date Awarded 970820   Demand Code
         IMPAC Buyer   Extra Info
                             Statement Codes
(1) Cancel   (4) / (20) Back 1/ 010 (5) / (21)Next 1/ 010 (6) Inq/Add Vendor
(7) Award   (9) Modify   (10) Award 7 Retain Input (11) Print Fax Bid   (12) Delete
(130 Reprint ABSTRACT (14) Chemical   (15) Print Screen   (16) Exit
Mpofud-03 BCAS Status Code is: Z4 as of 7265

Note: PIIN number field is 3 characters larger than standard requisition requires.   Use zero-fill to complete the entry into CEMAS. This is for internal CEMAS processing only - do not use zero-fill when transmitting to either Prime Vendor or DSC-P.

Atch 2

CEMAS EXTRACT, ITEMS TO BE RECEIVED

PREPARED 97 OCT 07   ITEMS TO BE RECEIVED   SF022-216
INSTALLATION:
CTLINSTL TMKH PIIN FC44880007280 SUPP-PIIN A007 VENDOR OPERATIONAL CONTRACT

CSL	PR NUMBER	WO	QTY ORD	UI	UNIT COST	TOT COST
NAME		MFG PART				
	ADJ1	ADJ2	ADJ3	ADJ4	PREV RCVD	QTY RCVD
FURTHER DESCRIPTION						

AA879K	FC448872330044	U7399	5	EA	5.0800	25.40
N/A		N/A				
LUMBER	2"	2x4	8 FOOT	PINE		
N/A						

MRECUD   END PAGE   1

Atch 3

SAMPLE PACKING LIST

D:10058803 5
UBJ: Packing List
ROM: SPS Inc. / Lisa DeMio
O: Emmanuel Mc Avoy   / 18037337234
ATA:
O?/COREPAGE$
EASE_SPSPKG$

SPS CTL: 10058803	P A C K I N G L I S T	PAGE: 1

DATE: 09/27/97

Supplied by:	Delivered to:
Strategic Procurement Services	43 CES/CEO
2 Madison Road	560 Interceptor Road
	Bldg 440
Fairfield NJ 07004	Pope AFB NC 28308-2314
SPS Contact Information:	Job Order #: U7399
Lisa DeMio	
PHONE: 201-808-4718	

BPO Number:	Document No:	ISN PO
SP050097D00250360	FC44887280A007	56608A-08001-20007

Item	Description	Qty Ordered	Qty Delivered	Ext Cost
1	Lumber 2x4 8 Foot Pine	5	5	25.40

- -- - - - - - - - - LAST ITEM- - - - - - -- -